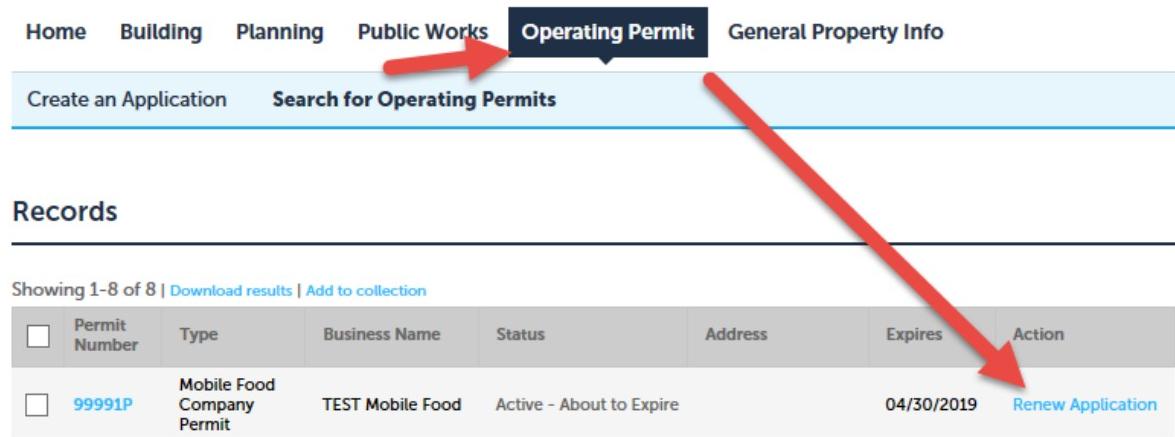


Starting the Food Vending Vehicle and Driver Renewal Process Online

1. Login with your Citizen Portal account.
 - **If you do not have a Citizen Portal account and already have a current permit please create an account and send an email to businesspermits@cityofsacramento.org with your account email and Business Name. We will then let you know when your Account is linked to your permits so you can start the renewal process. Do not renew until you are notified your account has been linked to your existing information.**
2. From the Operating Permit Link you will see the Records/Permits related to your Account
3. Select the "Renew Application" link on your Permit to start the renewal process.



The screenshot shows a web interface for managing operating permits. At the top, there's a navigation bar with links: Home, Building, Planning, Public Works, Operating Permit (which is highlighted with a dark blue background), and General Property Info. Below the navigation bar is a search bar with two buttons: 'Create an Application' and 'Search for Operating Permits'. The main content area is titled 'Records' and displays a table of 8 results. The table columns are: Permit Number, Type, Business Name, Status, Address, Expires, and Action. One row is selected, showing details: Permit Number 99991P, Type Mobile Food Company Permit, Business Name TEST Mobile Food, Status Active - About to Expire, Address (not visible), Expires 04/30/2019, and Action (a blue 'Renew Application' link). A red arrow points from the 'Operating Permit' tab in the navigation bar down to the 'Action' column of the selected permit row.

Permit Number	Type	Business Name	Status	Address	Expires	Action
99991P	Mobile Food Company Permit	TEST Mobile Food	Active - About to Expire		04/30/2019	Renew Application

4. Fill in or change any existing information on the data entry form and select "Continue Application" and then progress through each page of the process.
5. Attach any required documents.
6. Pay any fees due for the renewal.
7. When your renewal application is submitted you will receive a confirmation email.
8. Once the Renewal review is complete you will be notified that the renewal process is complete and notified of any inspection dates.
9. Please complete this process for your Company, Vehicle, and any Driver permits.
 - a. There is no fee associated with the Company application.